



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-MWN

17 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Hessen Standard Operating Procedures (SOP) – Approval of Private Organization (PO) and Family Readiness Group (FRG) Fundraisers

1. REFERENCES:

- a DOD 5500.7-R, Joint Ethics Regulation (JER), 30 Aug 93
- b. AR 210-22, Private Organizations on Department of the Army Installations. 22 Oct 01.
- c. AER 210-22, Private Organization and Fundraising Policy, 2 Dec 03.
- d. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 15 Aug 05.
- e. DODI 1000.15, Private Organizations on DOD Installations, 20 Dec 05.

2. PURPOSE: To establish procedures for private organizations (PO's) and Family Readiness Groups (FRG's) conducting fundraising activities on U.S. Forces installations in the United States Army Garrison Hessen (USAG Hessen).

3. SCOPE: This SOP is applicable to:

- a. All PO fundraising activities.
- b. FRG fundraising activities conducted internal to the Garrison in which they operate.

4. RESPONSIBILITY: It is the responsibility of the PO or FRG to adhere to all applicable regulations, host nation laws and to follow the provisions of this SOP.

5. APPROVAL AUTHORITY:

- a. The Commander, US Army Garrison Hessen is the approval authority for PO and FRG internal fundraising within USAG Hessen (Hanau Community). Indirect Reporting Garrison Commanders are the approval authority for PO and FRG internal fundraising within their respective Garrisons. A legal review will be made of each request to conduct a fundraising activity before the request is approved.

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b. Unit Commanders may approve internal FRG fundraising (i.e. participation restricted to members of the FRG). Commanders are encouraged to seek legal counsel prior to engaging in internal FRG fundraising.

6. PROCEDURES:

a. Requests to conduct PO and FRG internal fundraising within USAG Hessen will be submitted to the Indirect Reporting Garrison Director, Morale, Welfare and Recreation (DMWR) Financial Management Division (FMD).

b. Upon receipt of request for approval to conduct a fundraiser on installations within USAG Hessen, the Financial Management Division (FMD) will:

(1) Provide a copy of this SOP, electronic copies of DODI 1000.15, AR 210-22, AER 210-22 to assist applicant in obtaining authorization, or;

(2) In the absence of e-mail, this SOP will be provided.

c. A memorandum requesting approval to conduct the fundraising activity will be submitted to the local FMD.

(1) Request will be routed through the DMWR to the Indirect Garrison Commander (or in the case of Hanau, USAG Hessen Garrison Commander). Sample format is enclosed.

(2) The request must contain written authorization for use of the area from the facility manager in the area where the fundraiser is to be held.

(3) If the event conflicts with an MWR event, the DMWR has the option to disapprove the request.

(4) Memorandum requesting fundraising approval must include a detailed listing of dates, times, PO or FRG designation, scope and purpose of the fundraiser, name, phone number(s) and address of the primary Point of Contact (POC) and names, addresses and phone numbers for all persons responsible for the fundraising event. Unit Commanders must endorse FRG fundraisers.

(5) Request must be received in sufficient time (normally 30 days prior to the event) for obtaining Legal Review and Command signature.

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d. It is the responsibility of the PO to ensure that their Authorization to operate on an installation is current. Should the authorization to operate not be current, the PO will be provided with the necessary information to submit such for review and re-validation. Only when the PO's authorization is current may it conduct fundraisers. Fundraisers are only authorized on installations where the PO has authorization to operate.

e. PO's will ensure liability insurance covering their PO activities is in force, if needed, prior to conducting any fundraising or other activity. Neither the USAG Hessen, Army nor the Government is responsible for any of the PO's actions.

f. While conducting the fundraiser, the PO or FRG must comply with the requirements and restrictions outlined in the JER, AR 210-22 and AER 210-22, including:

g. While conducting raffles and other fundraising activities on U.S. Forces installations in Europe, PO's and FRG's must post a copy of the written approval at every fundraising site. See AER 210-22, paragraph 15.

h. PO's and FRG's may conduct raffles or other fundraising activities only at designated locations on the installations. Raffles and other fundraising activities are restricted to designated locations on U.S. Forces installations and may not take place in the Federal workplace. The Federal workplace includes areas in the immediate vicinity of Federal employees performing official duties.

i. PO's and FRG's must comply with all local fundraising standard operating procedures (SOPs) developed by Garrison commanders, delegated Indirect Garrison commanders, or their authorized representatives.

j. PO's and FRG's must post a disclaimer on all promotional items clearly stating that neither 7th Army nor the Army endorses their organization.

k. PO's and FRG's may only sell raffle tickets to individuals who have status under the NATO SOFA and the German SA.

l. PO's and FRG's may only sell raffle tickets to individuals who are 18 years of age or older.

m. Raffle tickets may not be resold or given to other than eligible individuals.

n. The maximum number of tickets for sale should be stated on the raffle tickets.

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o. PO's and FRG's may not engage in any practice that involves compulsion, coercion or other activities that are contrary to voluntary participation or giving.

p. PO and FRG members and volunteers may publicize raffles and other fundraising activities and may sell raffle tickets and conduct fundraising activities if:

(1) They are not in uniform.

(2) They only engage in such activities outside their normal duty hours (i.e., during breaks, during their designated lunch hour or before or after the duty day).

(3) They do not solicit subordinates; and

(4) They do not conduct fundraising in a coercive manner.

q. Volunteers may use their name and rank when they conduct fundraising activities, but they may not use their duty position,

r. PO's and FRG's may raffle off items donated by other non-federal entities (NFE's) and may print the name of the donating NFE on the raffle tickets, but PO's and FRG's may not otherwise advertise, promote or recognize the donating NFE.

s. Representatives of PO's and FRG's may not state or imply that 7th Army or the Army endorses the PO or FRG or any NFE that donated raffle prizes or other fundraising merchandise to the PO or FRG. PO's and FRG's may not name the donating NFE on promotional materials or displays for the raffle. All promotional items for the raffle or fundraising event must incorporate a disclaimer stating that neither 7th Army nor the Army endorses the PO, FRG or the donating NFE.

t. Generally, PO's and FRG's may not re-sell or raffle off AAFES merchandise, Defense Commissary Agency (DeCA) merchandise, items imported through the Army Post Office (APO) or Military Postal System (MPS) or items purchased tax-free using a Value-Added Tax (VAT) form. PO's and FRG's may use Intratheater Delivery System (IDS) or MPS, subject to the restrictions outlined in AER 210-22, paragraph 10d(1).

u. PO's and FRG's may not use Government information systems (e.g., computer systems, e-mail, etc.) to support their raffle or fundraising activities.

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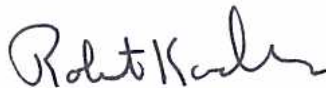
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v. The PO or FRG must have received written authorization from USAG Hessen, Commander or his delegated authority prior to the fundraising event. (see 6c above) and display the original authorization document in a prominent location during the fundraising event.

w. Appoint a committee of at least three members who do not hold an office and will be present at the event to supervise and account for the money received and disbursed.

x. Prepare an after-action report (AAR) (including a summary of expenses and income) to be submitted within 5 days of the final day of the event to submitted to the Indirect Garrison Director, Morale, Welfare and Recreation (DMWR) Financial Management Division (FMD). Subsequent request to conduct fundraising activity will not be approved if after action reports from prior events have not been submitted.

7. POC for this SOP is Chief, Financial Management Division, USAG Hessen DMWR, 323-3905.



ROBERT KANDLER
Deputy to the Commander

2 Encl

1. Sample Fundraiser Request
2. Sample After Action Report

DISTRIBUTION:

Commander, USAG Wiesbaden
Commander, USAG Baumholder
Commander, USAG Giessen
DMWR, USAG Hessen
Indirect Garrison DMWR's
SJA

DATE

MEMORANDUM THRU Director of Morale, Welfare and Recreation

FOR Commander (Indirect Garrison or Garrison Commander if in Hanau)

SUBJECT: Request for Approval of Fund-Raiser

1. Request authority for the _____ to conduct a fund-raising
(Name of PO or FRG)
event at the _____ on _____.
(Facility, i.e. Wolfgang PX) (Date or dates)

2. Specific purpose is to:

3. Primary POC is _____ Alternates are
listed at enclosure. (Name, Phone #, and Address)

4. Concurrence of facility manager where event is to be held _____.
(Printed Name & Signature)

5. Unit Commander approval if FRG fund-raiser _____.
(Printed Name, Rank and Signature)

Signature of Person Requesting Fund-Raiser

**Private Organization (PO)/Family Readiness Group (FRG)
Fund-Raiser After Action Report**

EVENT NAME: _____

DATE(S) OF EVENT: _____

TOTAL SALES/RECEIPTS: _____

EXPENSES: _____

TOTAL EXPENSES: _____

NET INCOME: _____

EVENT POC: _____
(Printed/Typed Name)

(Signature & Date)

FOR FRG EVENTS – Unit Commander Review: _____
(Signature & Date)